

FORM 1. FORMAL INSPECTION ANNOUNCEMENT AND REPORT

FI PROJECT AND PRODUCT INFORMATION

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| | | |
|--|--|-------|
| Project Name | | Anno |
| Project Code | | Overy |
| Work Product Name (Title and Sections) | | FI Me |
| Work Product Type | | FI Lo |
| Size of Product (pages or SLOC) | | Actua |
| | | FI Pr |

Is this a Reinspection? (Yes/No)

Re-Inspection Required? (Yes/No)

INSPECTION PARTICIPANTS

| Role | Name | Organization |
|---------------------|------|--------------|
| Moderator | | |
| Author | | |
| Presenter | | |
| Recorder | | |
| Inspector | | |
| Inspector | | |
| Inspector | | |
| Observer (Optional) | | |

Total Number of Participants in Attendance at Inspection Meeting:

EFFORT (IN HOURS)

| | Planning | Overview | Preparation | Inspection | Hrs to Date Subtotal | Rework |
|--------------|----------|----------|-------------|------------|-------------------------|--------|
| Inspector(s) | | | | | | |
| Author(s) | | | | | | |
| Moderator | | | | | | |
| TOTALS | | | | | | |

DEFECT SUMMARY

| | Preparation | Inspection | Resolved/ Reworked |
|-------|-------------|------------|-----------------------|
| Major | | | |
| Minor | | | |
| Open | | | |
| Total | | | |

Moderator's Signature: _____